

THE TULALIP TRIBES

Public Works Division Job Description

JOB TITLE: Waste Water/Treatment Plant Manager

JOB NUMBER: TTT-012-07

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this position. These requirements must be stated on your application form in order to be considered for this position.

The Tulalip Tribes publicly announces that Tribal and Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

Must be able to commit to strive for a successful employment history with Tulalip Tribes or other outside businesses

EDUCATION: (Please attach all required education documents with application; i.e. diploma, degrees, certificates, etc.)

- ☐ High School Diploma or GED equivalent **Required (Please Attach Documents)**
- ☐ Graduation for a Four-Year University or College with a degree in mechanical or electrical engineering, chemistry or biology or related field. **Experience over and above minimum requirements may be substituted for degree requirements.*
- ☐ Must possess the minimum certification(s) required by the State to operate the Waste Water Treatment Plan. Training in related field or job experience.

SKILLS:

- ☐ Must have working knowledge of budgeting, grant writing, employee evaluation process and deadlines.
- ☐ Must be able to effectively communicate orally and in writing.
- ☐ Must be able to compose routine departmental correspondence, i.e. letters, reports, etc.
- ☐ Must be computer literate with working knowledge of Microsoft programs.
- ☐ Must be organized and able to handle multiple departments and projects.
- ☐ Demonstrates ability to interpret and follow policy.
- ☐ Must have demonstrated a working knowledge of Native American Communities.
- ☐ Must have knowledge of Tulalip Tribes procurement policy (i.e. bid process), Ordinance 84, and other state or federal guidelines to operate facility.

EXPERIENCE:

- ☐ Minimum of Five (5) years experience in utilities system maintenance operations or a related field that provides the required skill and knowledge.
- ☐ Minimum of Three (3) years experience in pipe laying and project management. Must be able to project adequate amount of materials, manpower for entire cost of project for bids.
- ☐ Must have at least Two (2) years experience in management, supervisor, or leadership role.

OTHER REQUIREMENTS:

- ☐ Must be able to work well in a team environment.
- ☐ Must be willing to attend progressive job related training as deemed necessary.
- ☐ Must have a valid State Drivers License, proof of valid car insurance and a reliable car. **(Please Attach Documents)**
- ☐ Must have a successful work history with the Tulalip Tribes and other employers.
- ☐ Maintain strict confidentiality at all times.
- ☐ Must be flexible to respond to tribal needs at all times (nights, weekends, and/or holidays).
- ☐ Tolerance and patience to deal with upset, angry, frustrated and/or intoxicated customers/employees.

Physical Characteristics and/or Prerequisites:

- ☐ Must be able to walk in a variety of terrain.
- ☐ Ability to climb stairs frequently
- ☐ Manual and finger dexterity for the operation of personal computer and routine paperwork.
- ☐ Stamina to sit, stand, and/or walk for prolonged periods of time.
- ☐ Mobility to bend and/or stoop on frequent basis.

Tribal Department: Public Works Division

Employee Classification: Exempt

Job Summary: Responsible for managing and coordinating the maintenance of the Wastewater Treatment Plant, Water/Sewer Systems, Pump Stations, Street Maintenance, Surface Water Management Practices, and Garbage.

Employee Reports To: Public Works Director

Extent of Job Authority: The positions delegate's considerable authority for the performance of technical and day-to-day administrative activities to supervisors since the major emphasis is on overall administration and coordination. Delegate and direct the daily work of regular and seasonal crews who perform maintenance and operating activities for the Waste Water Treatment Plant, Water/Sewer Systems, Pump Stations, Street Maintenance, Surface Water Management Practices and Garbage.

Specific Duties Performed:

1. Responsible for all the overall operation of the Tulalip Tribes Waste Water/Treatment Plan. Including but not limited to:
 - a. Supervise, plan, assign, organize, direct, inspect and assist the work of WWTP Operators, seasonal laborers, and assists in the maintenance and operations of the WWTP and Lift Stations. Inform the Public Works Director of plant maintenance and operating problems.
 - b. Instruct and train employees in safe and proper operating practices for equipment and tools used; inspects their work while in progress and upon completion for adherence to instructions.
 - c. Schedule and evaluate WWTP staff, including part-time, temporary and seasonal workers.
 - d. Interview and recommend the hiring of the WWTP employees, including part-time and seasonal employees.
 - e. Diagnose faulty equipment operations.
 - f. Observe, inspect and analyze the installation, testing, operation, and operating conditions of all plant equipment for compliance with specifications.
 - g. Establish technical regulations pertaining to operations of equipment such as temperature limits, pressure conditions, flow rates, operational sequences, service and shut downs.
 - h. Assist in the preparation of the annual operating budgets for the WWTP and Lift Stations.
 - i. Supervise and perform laboratory and field tests required by state regulatory permits.
2. Review manufacturers' proposals, drawings, and wiring diagrams for mechanical and electrical equipment.
3. Develop, supervise, implement and proper record keeping of a preventative maintenance program for equipment utilized at the WWTP and Lift Stations.
4. Assist with the preparation and implementation of annual and long range plans and projects for the WWTP and Lift Stations.
5. Must be able to utilize communications equipment necessary to perform required duties.
6. Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
7. Perform other related duties as deemed necessary.

Term of Employment: This is a regular Full-Time position, requiring 40 hours per week, or 2080 hours per year.

Pay Range: \$26.43-\$37.16

Opening Date: January 23, 2007

Closing Date: February 6, 2007 @ 4:00 p.m.

Please return your completed application with required attachments, by the closing date and time, to the Tulalip Tribes Employment Office, located at 6103 31st Avenue N.E. Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. (360) 651-3686 or toll free 1 (800) 869-8287, ext. 3686.